

2014 Junior Counselor Leadership Program Application





Junior Counselor Program

Dates

Deadline for Applications:	April 11th, 2014
Remainder of Balance Due:	1 week before the beginning of each session.
Interviews End:	April 23 rd
Notification Deadline:	April 25 th
Deposit for Program Due:	May 1 st
Junior Counselor Refresher:	First day of scheduled day at camp.



Junior Counselor Program

Overview

The Junior Counselor Leadership Program is looking for dedicated youth ages 13 – 15 to assist with our summer camps at designated sites, this summer. Participants will have the opportunity for growth and learning while being of service to their community. Spend your days outdoors and indoors assisting in camp activities such as arts and crafts, sports, games, and swimming while focusing on leadership skill development.

Benefits

- Gain experience for future employment and/or school references
- Experience a behind the scenes look at being a counselor
- Exposure to leadership development topics such as goal setting, communication and decision making
- Work as a team with camp staff
- Have fun helping kids
- Gather hours for school, honor society, etc... Participants will receive a certificate at the end of camp.

Who is eligible?

- Leaders ages 13 – 15
- Must be available a minimum of 2 consecutive weeks during the summer
- Must be available for an interview (April 14th – April 23rd), Junior Counselor Orientation at JIRC date and time TBD. Parents must attend Mandatory Parents Meeting Also at JIRC time and date to be determined

How to apply

- Stop by James Island Recreation Center to pick up an information packet. You may also contact them via phone or e-mail to have them e-mail you a copy. The deadline to turn in your information packet is April 11th, 2014.
- **Selection is not guaranteed.** You will be notified by the site coordinator on your selection status by April 25th, 2014
- Applicants for the program will be required to go through a selection process that includes a personal interview (no phone interviews, as this is part of the learning process). Interviews will be held April 14th – April 23rd.
- The fee for the program will be \$100 for city residents (\$125 for non city residents) for a two week session block. If selected a non-refundable deposit of \$50 per session will be due by May 1st. The remaining balance will be due one week before each session.

Session 1: June 9th – June 20th

Session 2: June 23rd – July 3rd (off July 4th)

Session 3: July 7th – July 18th

Session 4: July 21st – August 1st

Session 5: August 4th – August 15th



Junior Counselor Description

Description/Responsibilities

Position Description:

A Junior Counselor is a leader, aged 13 – 15, who is selected to participate in the Junior Counselor program. They also assist the summer camp staff with various activities and duties of the daily camp schedule as well as assisting the Celebration of Summer, all city camp events.

Position Supervisors:

Junior Counselors are supervised by the following: Counselors, Unit Leaders, Camp Director. Junior Counselors are not solely responsible for supervising of the campers; they are present to assist the camp staff.

Responsibilities

1. To attend all phases of training
2. Meet new ideas/activities with an open mind, accept constructive feedback, and make positive changes
3. Participates in activities and are involved with the children and counselors.
4. Learn and accept all City of Charleston year round and summer camp policies
5. To respect all City of Charleston property and equipment/
6. To assist in the creation and maintenance of a physically and emotionally safe environment for all participants.
7. To follow the set schedule for service, Monday – Friday
8. To participate fully in weekly meetings/reviews for the junior counselor program.
9. To assist with preparation, execution and clean up of camp programs and activities as assigned, including lunch time. For those camps who attend pools; it is expected that the junior counselor assists with head count and supervision of campers during swim time.
10. To attend scheduled sessions and participate in all camp activities unless excused by prior arrangement.
11. Communicate issues/concerns in regards to accident and incidents to supervisors.
12. Be a good role model to the younger campers.
13. Teach or lead designated activities/programs on a weekly/daily basis as described in the program.

Not your Responsibility

1. Disciplining a camper
2. Taking a child alone into a bathroom
3. Providing first aid/CPR to a child (unless you are certified by the American Red Cross and have cleared it with the recreation department)
4. Supervising a group of children alone
5. Writing up a camper or discussing issues with parents or your friends and family.

Dress Code

All Junior Counselors will wear shirts designating them as Junior Counselors. All Junior Counselors are expected to wear closed toed shoes to allow them to play all activities, run when needed, and safely protect toes from falling objects, or when kicking balls etc... Appropriate water clothing will be ok for swimming activities.

Discipline

There exists a mutual understanding that you were accepted into the Junior Counselor Leadership program. You will be expected assist camp staff and not need an excessive amount of corrections or reprimands. The program wants to provide an opportunity to learn and grow for youth. However, instances of inappropriate conduct, excessive corrections or reprimands or failure to follow city policies will not be tolerated. If need be, per the Camp Directors discretion, individuals will be excused from the program.

Absenteeism

Should the Junior Counselor need to make a schedule change or be absent, please contact your site coordinator. However, if selected and when scheduled for a two week block it is expected much like work that you are able to fulfill your selected weeks. As a selected Junior Counselor if you need a day off, it will be your responsibility (not your parents) to communicate this to the camp director in advance.



2014 Junior Counselor Leadership Program Application

Date Received:

____/____/____

Please answer the following questions to the best of your ability.

Name:			Date:
Mailing address:			
Telephone #:			
Contact e-mail address (may be yours or parents):			
Parents e-mail address:		Date of Birth:	
Parent/Guardian name & phone #:		Age:	
Grade and school currently attending:			
Briefly describe any activities, hobbies, volunteering, or other relevant experience you have.			
Character References: Please list two people, who know you personally and can evaluate your skills and suitability for this program, such as a teacher, guidance counselor, or a coach. No relatives please.			
Name	Phone	Relationship	E-mail address
1.			
2.			
Please check below which sessions/location you are interested in.			
	Dates		
<input type="checkbox"/>	June 9 th – 20 th	<input type="checkbox"/> Bees Landing	<input type="checkbox"/> James Island
<input type="checkbox"/>	June 23 rd – July 3 rd (No July 4 th)	<input type="checkbox"/> Bees Landing	<input type="checkbox"/> James Island
<input type="checkbox"/>	July 7 th – July 18 th	<input type="checkbox"/> Bees Landing	<input type="checkbox"/> James Island
<input type="checkbox"/>	July 21 st – Aug. 1 st	<input type="checkbox"/> Bees Landing	<input type="checkbox"/> James Island
<input type="checkbox"/>	Aug. 4 th – Aug. 15 th	<input type="checkbox"/> Bees Landing	<input type="checkbox"/> James Island

Applicants are NOT guaranteed a spot in the program. An interview or multiple interviews may be required before JCLP participants are chosen. The interviews will be held during the month of April at the individual sites at their scheduled times. Applicants will be selected by April 25th. If selected a non-refundable deposit of \$50 per session will be due by May 1st. The remaining balance will be due one week before each session. The total fee for the program is \$100 for city residents or \$125 for non city residents. All fees are non-refundable as you will be taking a spot that may not be able to be filled.

1. What are you expecting to learn by participating in the Junior Counselor Leadership Program?
2. As a role model, what characteristics would you bring each day to camp that you feel would make a difference in the lives of the children in your group? Why is this important
3. As a Junior Counselor, what goals would you set for your group of campers and how do you plan on helping achieve those goals.

Applicants Signature_____ Date_____

Parent/Guardian Signature_____ Date_____